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SYSTEM FEATURES

The Computer Center business systems described within are all characterized by the following features.

- Programs are written in Data General's Commercial System (CS/40) COBOL.
- All programs have been kept to 12K or less, allowing their use on the entire CS line of computers (present and future).
- Any program may be accessed simultaneously by multiple users; also, different programs and/or system modules can be accessed simultaneously.
- Continual operator prompts make the systems very easy to follow and operate.
- Programs automatically verify numeric and alphabetic fields, flashing error messages to operator's attention. This type of data entry editing extends to check-digit validation of customer/vendor numbers, decimal point verification, and other types of illogical data entry as well.
- Password protection is frequently utilized for protection on sensitive data.
- Extensive use is made of COBOL source library modules and copy books, allowing simple, standard program changes.

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ACCOUNTS RECEIVABLE

Description

The Computer Center's Accounts Receivable system works in conjunction with Order Entry/Invoicing to maintain the latest information on customer accounts, and to improve a user's cash flow with less clerical overhead. It serves as a comprehensive sales record; posts cash against accounts or specific invoices; and provides management such reports as ageing by customer, ageing by branch, and delinquent accounts lists. Open items (i.e., charged items which have not been paid in full) are directly entered through invoicing. Cash is entered and processed by the system in an on-line, highly interactive manner which allows flexibility in cash posting methods. All detail transactions remain on file until that item has reached a zero balance and has been through month-ending processing. Adjustments to open items, as well as normal input, are posted automatically to the General Ledger Journal.

Features

- A/R system has full batch control capabilities, both as a stand-alone system and through Order Entry/Invoicing. Individual invoices entered on-line through invoicing program.
- On-line inquiry is provided for the customer master, invoice master, and open item files.
- Comprehensive maintenance routines allow easy, on-line corrections to open items.
- A report of all invoices transferred to the open item file is provided with a summary breakdown of sales, taxes, and totals by branch.
- Two cash posting routines are provided: a) posting against specific invoices; b) a display of all open items for a given customer and allowing operator to post cash against the oldest items, or moving down the list to particular items.
- A cash application proof report is provided to show all cash posted for a given period.
- Statement program can generate either open item or balance forward type statements.
- The following management reports are provided, which may be produced at any time: a) aged trial balance with ageing out to 180 days; b) aged trial balance by branch; c) customer account hot list with several user-chosen parameters.
- Transactions for journal entry file automatically created as a result of adjustments as well as for normal input.

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ORDER ENTRY/ INVOICING

Description

The Computer Center's Order Entry/Invoicing system offers on-line, highly interactive entry of sales orders, invoices, and credit memos. Inventory and customer master files are automatically updated, providing inventory reservation and reduction as well as credit checking. Data for Accounts Receivables and General Ledger systems is created and posted directly as a result of invoicing. Invoicing may be done directly, without order entry on the front end.

Features

I **Ease and Flexibility of Order Entry**

- Full batch control of orders and invoices an optional feature.
- Customer information (shipping/billing addresses, P.O. #, slip #, dates, etc.) instantly comes up when customer number is entered; these fields can be overridden by the operator.
- When line item number and order quantity are entered, unit and extension prices are instantly retrieved from inventory; these prices may also be overridden by operator.
- When final line item of order is entered, fields for tax, labor, and freight appear for operator input.
- Ample provision is made for comments, special instructions, and additional line item descriptions.
- Line items may be added, deleted, or changed after an order has been entered.
- Orders shipped complete can be invoiced automatically.
- Back orders are automatic.
- Automatic notification if order quantity exceeds on-hand balance.

II. **Inquiry**

- On line inquiry to open orders for a customer as well as a detail page for a specific order.
- On-line inquiry to a particular account and its sales history.
- On-line inquiry to a particular inventory item to ascertain current orders for that item.

III. **Credit-Checking**

- During order entry, message will automatically appear if customer has exceeded his credit limit in placing the order.

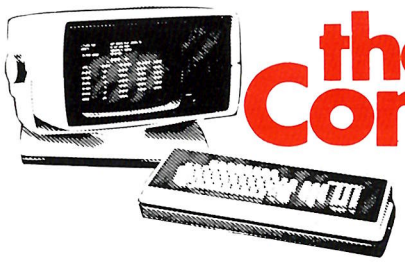
IV. **Integration of Files**

- The line item prices appearing automatically on an order or invoice reflect any discounts due to purchasing status (customer file) or quantity (product code or item file). An example of the first case would be with a buyer having, say, a dealer discount. He would automatically have his prices calculated at that discount rate. In the second case — the quantity discount — any order exceeding an established number of units on the product code record (or item record) would carry that discount price. Currently only one of the discount types will show in cases where both discount types apply.
- During order entry, inventory is automatically placed in reserve.
- When an order is invoiced, total units are deducted from inventory.
- Also at time of invoicing, Accounts Receivables open item file is updated with this latest transaction.
- A journal entry in the General Ledger system is also simultaneously created.
- In all cases, a single transaction entry updates all relevant files of the system.

V. **Reports**

Sales Orders
Invoices
Credit Memos
Back Orders
Order/Invoice Register

These are printed for all or selected activity on a current day basis.



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INVENTORY CONTROL

Description

The Computer Center's Inventory Control system provides instant cost and quantity information, the capability to have numerous branches and price fields, and various reports detailing usage and stock status. The wealth of information stored on each item record, including purchase order info, various cost and price fields, current balances and re-order points, and issues (MTD, YTD, and LAST YEAR), is a pleasant shock to persons viewing the system for the first time.

The user of produce codes enables a user to categorize his inventory according to vendor, physical characteristics, or other criteria. This feature lends itself to smooth transition from a user's manual control system to the automated system.

Features

- System currently carries information for three branches, which can be expanded.
- System currently carries three cost values and four price values.
- A location field relating to warehouse storage appears on each record.
- A cost conversion field lists a multiplier to convert, say, from "lbs." received to "feet" sold (e.g., steel).
- Standard order quantities and re-order points are listed.
- On-hand balance, on order, and reserved quantities are listed.
- Month-to-date, year-to-date, and last-year issues of items are listed.
- A product class master record controls price discounts, as well as providing a sales/cost analysis (by month) for current year and last year (and variance) for this class of items.
- All of the above information is available through inquiry on a CRT.

Reports

Inventory lists by price and/or cost
Inventory stock status reports
Inventory history (usage for last 12 months)
Costed inventory reports
Order action below minimum report
Inventory transaction audit listing

GENERAL LEDGER

Description

The Computer Center's General Ledger package maintains a company's essential financial data in a manageable, easily accessed system. It is coordinated with the other packages so that journal entry transactions are automatically produced and posted through invoicing, cash posting, purchasing, etc.; these entries then update account balances on a monthly basis.

Programs and Reports

- Journal Entry — program for manual entries and adjustments — used for special entries, as entries are automatic from other systems.
- Chart of Accounts Display/Change
- Chart of Accounts List
- Detail Trial Balance
- Balance Sheet
- Income Statement
- Chart of Accounts Monthly Update
- Journal Entry List — a daily run for a hard copy of current journal entries
- Summary Trial Balance
- General Ledger Master Data Print
- General Ledger Summary

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ACCOUNTS PAYABLE

Description

The Computer Center's Accounts Payable system, integrated with our General Ledger system, performs the accounting, reporting, and check preparation related to users' purchasing department. The entry and payment of vendor invoices is handled interactively; by accepting manual payments as well, the system enhances cash control by providing a single accounts payable cash disbursements journal. It also features a flexible cash requirements summary display and detailed report programs.

Features

- Distribution of up to ten general ledger numbers is automatic for each vendor, but may be changed as an invoice is entered.
- Cash requirements reports may be run at any time, and are projected out by any specified time periods.
- Inquiry and maintenance of the Vendor Master and Open Item Master are provided.
- Checks may be written for specified vendors, due dates, or invoices.
- Invoices may be held.

Reports

Transaction Input Report
Checks and Vouchers
Check Register
Cash Requirements by vendor and date
Vendor List
Year to date purchases (by vendor) report

PAYROLL

Description

The Computer Center's Payroll features fast, efficient input processing, with normal pay and deductions automatically generated and easily altered. Multiple payrolls of different period-ending dates and different pay cycles may be processed concurrently, and up to nine of each of the various check types (regular, vacation, bonus, etc.) may be processed for each employee. The system has several security features, including password-protected files, control codes which will not allow a stray employee number to be included on the wrong payroll, and comprehensive operator prompting.

Features

- Taxes for multiple states processed.
- Specified and additional withholding taxes can be accommodated.
- Input errors are individually correctable — no "batch" resubmission is required.
- Up to ten voluntary deductions are allowed per employee.
- Input session may be discontinued at any time, then resumed later.
- Tied into a future Job Costing system currently being devised by The Computer Center.

Reports

Payroll Proof Run
Checks
Payroll Register
Deduction Register
Control Total Report